

INSTRUCTION TO BIDDERS

For the following Project:

Berlin Police Department Building
The Town of Berlin
Berlin, Maryland

THE OWNER:

The Town of Berlin
10 William Street
Berlin, MD 21811

THE ARCHITECT:

Crosby & Associates, AIA, LLC
513 Court Lane
Cambridge, Maryland 21613
Attn.: Alan Brock (410) 221-6508 abrock@ca-aia.com

A. DEFINITIONS

Bidding Documents:

1. Bidding Requirements & Contract Documents

B. BIDDER'S REPRESENTATIONS

The Bidder, by making a bid, represents that they have read and understand the Bidding Documents.

C. BIDDING DOCUMENTS

1. Copies

Copies, both paper and electronic versions of the Contract Documents, may be obtained as explained in the Invitation to Bid document.

2. Interpretation of Bidding Documents

It is the responsibility of each Bidder to interpret the requirements and intent of the Construction Documents. Clarifications to these Construction Documents shall be made solely by the Architect in response to Bidder's written request for clarification. Clarifications will be made by the Architect by means of written Addenda issued during the bidding period. Requests for clarifications shall be submitted to the Architect in writing or electronically **no later than 5:00 PM EST on June 3, 2016**. Requests for clarifications received after this date will not be considered

3. Substitutions

The materials, products and equipment described in the Construction Documents establish a standard of quality, function and dimension. Bidders may use products equal to those specified in their bids if approved by the Architect prior to the bid date. Requests for substitutions shall be submitted to the Architect in writing or electronically **no later than 5:00 PM EST on June 3, 2016**. Requests for substitutions received after this date will not be considered.

4. ADDENDA

The Architect will issue Addenda to all registered bidders prior to the bid due date. Addenda will clarify questions submitted in writing or electronically to the office of the Architect **no later than 5:00 PM EST on June 3, 2016**. Bidders must acknowledge receipt of all Addenda issued on the Bid Forms stipulated for use on this project.

D. BIDDING PROCEDURES

1. Preparation of Bids

Bids shall be submitted on the forms included in the Bidding Documents.

2. Bid Security

Bidders shall submit with their bids a Bid Bond and Performance and Payment bond as stipulated in the Invitation to Bid document.

3. Project Schedule

Time is of the essence. Bidders shall submit with their bids a Project Schedule, organized by major CSI divisions, in bar chart format showing how the Bidder intends to perform the work and to complete the project within **FOUR HUNDRED TWENTY (420)** calendar days, or less. Each Bidder's proposed schedule will be considered as part of the evaluation for award. Each Bidder's proposed schedule shall assume a start date of July 5, 2016.

4. Submission of Bids

All bids shall be submitted on the forms provided in the Bidding Documents. Bids shall be in duplicate and enclosed in a sealed envelope. The envelope is to have the Project Name, the Owner's name and address and the name and address of the Bidder on the outside of the envelope. Bids shall be submitted at the location, date and time as defined in the Invitation to Bid document. No electronically transmitted bids will be accepted.

5. Withdrawal of Bids

Bids, once submitted to the Owner, cannot be withdrawn for a period of **Sixty Days (60)** following the bid due date stipulated in the Invitation to Bid document.

E. CONSIDERATION OF BIDS

1. Opening of Bids

All bids received by the Owner and qualified in accordance to the Invitation to Bid document will be publicly opened at the date and time stipulated in the Invitation to Bid document.

2. Rejection of Bids

The Owner shall have the right to reject any and/or all bids. Any bid not in compliance with the Invitation to Bid or Instruction to Bidders will be rejected.

3. Acceptance of Bid

The Owner will award, at their sole discretion, a contract to the lowest qualified Bidder submitting a bid on the bid due date. Award of the contract and notice to proceed will take place at a time after the bid due date determined solely by the Owner.

4. Owner Furnished Items

The Owner reserves the right to procure, separately from the Construction Contract, materials, finishes, equipment, systems and other items for installation by the Contractor.

END OF DOCUMENT